

How to Use the Tires, Tubes & Services Contract

Contract #: VEH97

Contract Duration: 06/01/2015 to 03/31/2017

MMARS #: VEH97*

Options to renew: One 2 year renewal

Contract Manager: Lana Gunaratne, lalana.m.gunaratne@state.ma.us (617) 720-3315

Last change date: 6/1/2015

Note: This contract is Value Point (WSCA-NASPO) Cooperative Contract for Tires Tubes and Services the Commonwealth has elected to join.

Contract Summary

This contract is the Value Point (WSCA-NASPO) Tires, Tubes and Services Contract. State of Utah bid this contract on behalf of Value Point. The Commonwealth has signed a Participating Addendum with two of the vendors: The Goodyear Tire & Rubber Company, and Bridgestone Americas, Inc. The Commonwealth is working a Participating Addendum with the third vendor Michelin America. Contract users will get vendor products and related services through each of the vendors' respective Authorized Dealers, there may be Authorized Dealer overlap.

Benefits and Cost Savings

- Large variety of tires available for pursuit vehicles, passenger vehicles, trucks and large equipment.
- More options for location, variety and competitive prices across the Commonwealth.
- Emergency Roadside assistance by the Authorized Dealers

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative, Judicial Branches, including all Departments & elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required;
10. Other entities when designated in writing by the State Purchasing Agent

How to Use This Contract?

For Department Owned vehicles: If the vehicle is a **Department Owned** vehicle, the driver must follow their department's own procedure for providing a purchase order number and billing address to the vendor

at the time of the service. Departments should be billed directly by the vendor and are responsible for any payment and follow up necessary to complete the purchase transaction.

For OVM Leased vehicle: If the vehicle is a **Leased OVM** vehicle, before installation, the shop will call OVM (James Guerrier) for a 5 digit Work Authorization Number. Tire purchases will be billed through the Bridgestone Corporate or Goodyear Corporate Accounts and will be paid by OVM directly.

Pricing and Purchase Options

The vendors provide their products through their respective Authorized Dealers; please refer to Authorized Dealer list in COMMBUYS to find a location near you. The Master Price List sheets are subject to change once a year on April 1st. For any specialized service prices not listed in the services lists please refer to the Authorized Dealers' Local Contract Pricing posted in COMMBUYS.

How to find information in COMMBUYS

This contract has 2 MBPOs in COMMBUYS; one for Goodyear Tire & Rubber Company and the other for Bridgestone Americas, Inc. Each has been set up as a line item catalog in COMMBUYS.

Bridgestone: Master Blanket [PO-15-1080-OSD01-OSD10-00000004459](#)

Goodyear: Master Blanket [PO-15-1080-OSD01-OSD10-00000004461](#)

How to find vendors and products in COMMBUYS from Public View:

1. Click on "Contract & Bid Search"
2. Select the "Contracts/Blankets" radio button
3. Enter VEH97 in the "Contract/Blanket" Description field
4. Click "Find It"
5. Two MBPOs will come up – Goodyear and Bridgestone, select the MBPO for the vendor you wish to search through
6. Download the price list found in the "Agency Attachment" Section, then use the filters to find products

*Please note this is limited to searching by vendor and not by products, to search by products you must be logged in and creating a Release Requisition. The best way to find products is by downloading the Excel pricing spread sheet in each Vendor's MBPO.

How to find vendors and products COMMBUYS If you are logged in:

1. Click on the "Advanced Search" magnify glass in the upper right hand corner.
2. Select Contract/Blanket from the drop down menu
3. Type in VEH97 under "Contract/Blanket Description"
4. Click "Find It"
5. The results will display 2 "Contract/Blanket #"
6. To view a specific vendor's price sheet click on their corresponding "Contract/Blanket#"

How to place an order in COMMBUYS:

Once your tire selection(s) has been made, a Purchase Order, called a Release Requisition on COMMBUYS, must be placed in COMMBUYS. Instructions for [a Release Requisition](#) can be found on a Job Aid in the COMMBUYS section of the OSD website (www.mass.gov/osd).

1. To order products use the zero dollar line item for the 12 Categories. To find the Category line item type in “VEH97” and the vendor providing the product “Goodyear” or “Bridgestone.” Then select the correct Category line and fill in the following information: Product Code” or “Material Number” in the description field, quantity, price, and Invoice #if there is one. Attach any quotes or materials into Attachment tab.
2. Select the line item and repeat for multiple products.

Entering Invoices:

Once the MMARS and COMMBUYS interface takes place, there will be instructions for entering Invoices – RPA Release.

Additional Information

OEM Tires

All New Tires are of quality that is Class “A” current production tires of the latest design and construction. Class “A” tires are at least first line, first grade, and are of no lower quality than tires normally furnished in representative quantities as standard original equipment for automobiles, trucks, tractors and similar vehicles.

All Police Pursuit Tires are certified for law enforcement, which includes **H** and **V** speed rating certification.

Additional Services

Authorized Dealers can provide a number of tire related services. These include tire mount/dismount, spin balance, computer balance, valve install, and pick-up and disposal of **small** quantities of tires. See cost Authorized Dealer Contract Price lists for detailed cost information.

Tire Disposal

Contractors will provide the collection and proper disposal of scrap tires for the fees outlined in the cost tables. Please note that the purpose of this contract is **not** to provide tire disposal services for large numbers of tires or tire pile cleanup services. Use the Scrap Tire Disposal Services contract, FAC86, if those services are needed.

Minimum Order: There is no minimum order.

Delivery

Delivery **must** be F.O.B. Destination with no delivery expenses or fees paid by users of this contract.

Contract user must communicate with the Authorized Dealer for Dropship Delivery of Tires. Establish a communication plan, contact persons and delivery time DURING the ordering process. Here are some general guidelines:

- The Contractor should contact the Eligible Entity at least 48 hours in advance of shipment to confirm the time and terms of delivery. The Contractor should not proceed with delivery until approval has been given by the ordering customer.
- All deliveries shall be performed during regular working hours, usually 8:00 a.m. to 5:00 p.m. Monday through Friday. Changes may be granted with written approval of the ordering entity.
- The Contractor are responsible for the delivery of products in first class condition at the point of delivery, and in accordance with good commercial practice. Shipping cases should show the name of the supplier, name and address of receiving customer and COMMBUYS Purchase Order number.

Damaged shipments will not be accepted. In the event that a shipment is accepted and subsequently found to be incomplete, incorrect, or damaged, the shipment must either be replaced, at no cost to the receiving entity, or returned at the expense of the Contractor, for a refund or credit of the purchase price.

Comments and Complaints:

Contract user Comments and/or Complaints regarding any aspect of this contract can be emailed directly to the vendor Contract Manager, noted above, and copied to the OSD Contract Manager, Lana Gunaratne, at lalana.m.gunaratne@state.ma.us.

Strategic Sourcing Services Team Members

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